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# Standard Operating Procedures

## 208.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing Standard Operating Procedures (S.O.P.'s.)

## 208.2 POLICY

Are issued by the Chief of Police, Deputy Chief or Commander to establish, maintain and document existing long term and/or repetitive operating procedures and practices in place for a division, squad or unit.

## 208.3 PROTOCOL

S.O.P.'s will be written to replace, where appropriate, existing memorandum or practice. Examples of subjects suitable for an S.O.P. include, but are not limited to: Snow Emergency Plans, Amber Alert, and Honor Guard, etc.

S.O.P.'s should also be created to document any new practices/policies that are instituted at the Unit level. S.O.P.'s will follow the format that:

- Classifies the subject and any related sub-topics
- Includes the effective date, background, purpose and procedure statements
- Are prepared in yearly, numerical sequence and prefixed using the last two digits of the year (SOP 00-001.)

## 208.4 RESPONSIBILITIES

Commanders/Supervisors will

- (a) Review all SOP's to ensure familiarity.
- (b) Initiate revisions as deemed appropriate.
- (c) Establish procedures for indexing, purging, updating, and revising S.O.P.'s.

Will be retained in a reference binder by the Deputy Chief until three (3) years after being rescinded.